

## Claims

- 1 1. A filing system comprising a hanging file folder, wherein said hanging file folder has  
2 open sides and two permanently fixed hangers, wherein said hangers each have  
3 midpoints, wherein said midpoints are separated by a fixed hanger separation length,  
4 wherein said hanger separation length is less than 11 inches.
- 1 2. A filing system as recited in claim 1, wherein said hanger separation length is in the  
2 range of about 1 ½ inches to about 7 inches.
- 1 3. A filing system as recited in claim 1, wherein said hanger separation length is in the  
2 range from about 5 1/4 inches to about 5 3/4 inches.
- 1 4. A filing system as recited in claim 1, wherein said hanging file folder has a vertical  
2 dimension less than 8 inches.
- 1 5. A filing system as recited in claim 4, wherein said vertical dimension is in the range  
2 from about 4 7/8 inches to about 5 ½ inches.
- 1 6. A filing system as recited in claim 5, wherein said vertical dimension is in the range  
2 from about 5 inches to about 5 3/8 inches.
- 1 7. A filing system as recited in claim 1, further comprising a protective envelope and a  
2 small planar object, wherein said protective envelope is for holding said small planar  
3 object within said hanging file folder.
- 1 8. A filing system as recited in claim 7, wherein said protective envelope is  
2 approximately square.

- 1        9. A filing system as recited in claim 7, wherein said protective envelope has an  
2        envelope length of about 5 inches and an envelope width of about 4 7/8 inches.
- 1        10. A filing system as recited in claim 7, wherein said protective envelope has an  
2        envelope length, wherein said hanger separation length is longer than said envelope  
3        length by an amount in the range from about 1/8 inch to about 2 inches.
- 1        11. A filing system as recited in claim 7, wherein said hanging file folder is for holding a  
2        plurality of said small planar objects, each in its own said protective envelope.
- 1        12. A filing system as recited in claim 7, wherein said protective envelope is for holding  
2        only one said small planar object, wherein said small planar object may be damaged  
3        by scratches fingerprints or dust.
- 1        13. A filing system as recited in claim 7, wherein said protective envelope includes a  
2        transparent portion.
- 1        14. A filing system as recited in claim 7, wherein said protective envelope is for holding a  
2        memory storage device.
- 1        15. A filing system as recited in claim 14, wherein said memory storage device comprises  
2        an optical disk, a compact disk, a digital video disk, or a magnetic storage disk.
- 1        16. A filing system as recited in claim 14 wherein said hanging file folder further  
2        comprises a printed insert piece with information corresponding to said memory  
3        storage device.

- 1 17. A filing system as recited in claim 1, wherein said hanging file folder further  
2 comprises an identifying tab and label.
- 1 18. A filing system as recited in claim 1, further comprising a box for holding a plurality  
2 of said hanging file folders.
- 1 19. A filing system as recited in claim 18, wherein said box includes a pair of parallel  
2 rails for supporting said hangers.
- 1 20. A filing system as recited in claim 19, wherein said box has a dimension sufficient for  
2 supporting letter or legal sized hanging file folders, wherein said box includes four  
3 parallel rails for supporting two of said hanging file folders in space of a single letter  
4 or legal sized folder, wherein each said hanging file folder is separately removable.
- 1 21. A filing system as recited in claim 20, wherein said box includes a retaining bar for  
2 locking said hanging file folders in place during transport.
- 1 22. A filing system as recited in claim 21, wherein said retaining bar includes a pliable  
2 material member.
- 1 23. A filing system as recited in claim 21, wherein said box includes a box cover, wherein  
2 said retaining bar is attached to said box cover.
- 1 24. A filing system as recited in claim 21, wherein said box includes an elastic member  
2 for holding said hanging file folders in place during transport.

1 25. A filing system comprising a hanging file folder, wherein said hanging file folder has  
2 open sides and two permanently fixed hangers, wherein said hanging file folder has a  
3 vertical dimension that is less than 8 inches.

1 26. A filing system comprising a hanging file folder, wherein said hanging file folder has  
2 open sides and two permanently fixed hangers, wherein said hanging file folder has an  
3 approximately square shape.

1 27. A filing system for holding an array of small planar objects having a first dimension  
2 and a second dimension perpendicular to said first dimension, said system comprising  
3 a box and hanging file folders, said box including a pair of rails for supporting said  
4 hanging file folders, wherein said hanging file folders have open sides and include  
5 hangers that are permanently fixed to said hanging file folders, wherein said hangers  
6 have a fixed spacing there between that is no more than 2 inches larger than said first  
7 dimension, and wherein said hanging file folders have a vertical dimension that is no  
8 more than 2 inches larger than said second dimension, wherein each said folder is for  
9 holding one or more of said small planar objects.

1 28. A filing system as recited in claim 27, wherein said box has a first dimension equal to  
2 that for supporting letter size hanging file folders or a first dimension equal to that for  
3 supporting legal sized hanging file folders, wherein said box includes four parallel  
4 rails for supporting two of said hanging file folders in space of a single letter or legal  
5 sized folder, wherein each said hanging file folder is separately removable.

1 29. An adapter for a file drawer, comprising at least two rails to provide a total of at least  
2 four parallel rails in the drawer including a first pair of rails for supporting a first row  
3 of hanging file folders and a second pair of rails for supporting a second row of  
4 hanging file folders, wherein spacing between rails of said first pair of rails is less  
5 than 8 inches.

1 30. An adapter as recited in claim 29, wherein spacing between rails of said first pair of  
2 rails is equal to spacing between rails of said second pair of rails.

1 31. An adapter as recited in claim 29, wherein spacing between rails of said first pair of  
2 rails is more than spacing between rails of said second pair of rails.

1 32. An adapter as recited in claim 29, wherein said adapter includes 4 rails.

1 33. An adapter as recited in claim 29, wherein said adapter does not fill the file drawer  
2 and leaves room in the drawer for letter or legal sized hanging file folders.

1 34. An adapter as recited in claim 29, further comprising a first hanger and a second  
2 hanger for extending between and being supported by rails of the file drawer, wherein  
3 two said rails are supported by said first hanger and said second hanger.

1 35. An adapter as recited in claim 29, wherein said hanging file folders hang between  
2 rails of the file drawer and one of said rails.

- 1        36. A method of filing small planar objects, comprising the steps of:
- 2            a)    providing a box or filing drawer;
- 3            b)    loading each small planar object in an envelope, wherein said envelope is for
- 4                    holding only one said small planar object;
- 5            c)    loading said envelope with said small planar object in a hanging file folder,
- 6                    wherein said hanging file folder has hangers having a hanger spacing that is less
- 7                    than 11 inches; and
- 8            d)    loading said hanging file folder in said box or in said file drawer.
- 1        37. A method as recited in claim 32, further comprising the step of providing an adapter
- 2            in said box or filing drawer, wherein said adapter includes rails separated by a
- 3            distance equal to said hanger spacing.